

2007/2008

Local Community Conservation Corps \$20 Million Grant Solicitation



The California Department of Conservation (Department) is providing up to \$20 million to promote increased recycling of beverage containers throughout California, pursuant to Public Resources Code (PRC), Division 12.1, Chapter 7, Section 14581(a)(4)(A). Certified community conservation corps that are interested in applying must submit a proposal to the Department by **5:00 p.m., Monday, November 19, 2007.**

BACKGROUND

Through the Division of Recycling, the Department of Conservation administers the California Beverage Container Recycling and Litter Reduction Act (Act) which governs the recycling of California Redemption Value (CRV) beverage containers.

Assembly Bill 3056 (Chapter 907, Statutes of 2006) created new provisions for the certified community conservation corps to expand recycling infrastructure.

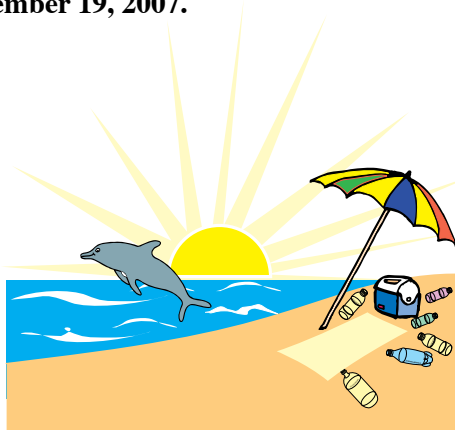
GRANT FOCUS

The Department is seeking to expand the capacity of local corps to increase beverage container recycling in California. Funds may be used to develop new projects, or to enhance or assist existing projects, to increase beverage container recycling and to increase the quality of recycled material at the following locations:

- Multi-family dwellings
- Schools
- Commercial, state, and local government buildings
- Bars, restaurants, hotels, lodging establishments and entertainment venues
- Parks and beaches

Grant funds shall support one-time capital improvement projects and shall not be used to support ongoing staff activities. The acquisition of real property, through leasing or purchasing cannot be considered a capital improvement. Capital improvements include the following:

- Acquisition of recycling equipment that will serve targeted locations and communities.



- Redesign and rehabilitation of current facilities or building of facilities on currently owned or leased property.
- Acquisition of material recovery, sorting, or transportation equipment and supplies.

If a corps is proposing to operate a certified recycling center, the following guidelines must be considered.

1. If a site is established in a convenience zone, corps will not be eligible for handling fees.
2. When establishing a site, it must not be within five miles of an existing certified recycling center.
3. Grant funds can only be used to establish a recycling center in accordance with the grant focus guidelines for capital improvements as described above.
4. In addition to the information requested in the proposal form, an outline of the overall plan for the recycling center must be submitted. The outline shall include, but is not limited to, the following:
 - Description of the community it will serve.
 - Explanation of how the site will

be satisfying a need that is not currently being met.

- Identification of how DOC funds will be used to establish the site (breakdown of expenses).
- Identification of how the revenue generated from the recycling center will be used.

WHO CAN APPLY?

Certified community conservation corps meeting the criteria of PRC 14507.5 who have been in operation for at least two years.

PROPOSAL REQUIREMENTS

To qualify for review, proposals must meet all of the following requirements:

- Received by the Department no later than **5:00 p.m. P.S.T., Monday, November 19, 2007.**
- Received from a community conservation corps certified by the California Conservation Corps as having operated for a minimum of two years.
- Submitted on the form provided by the Department and not exceed five (5) double-sided pages. Maps, graphs, charts, letters of support, diagrams, audits or other supporting documentation are not counted as part of the maximum page requirement.
- Include one original proposal package (form and supporting documents) and four (4) copies.
- Application must be signed by a person with authorization to bind the organization to a grant agreement.

PROPOSAL FORM

Complete the entire proposal form, including the assembly and senate district numbers. District numbers can be found on the website at <http://www.leginfo.ca.gov/yourleg.html> or by contacting your county library or county clerk.

Project Description

- Provide a detailed overview of the project(s) and how it supports the grant focus. Include the target audience and the region(s) where project activities will take place.
- Explain why the proposed project is likely to increase collection of high quality beverage containers (e.g. geographic location, prior involvements in the area, close relationship to the project clientele, previous success).

Need

- Provide detailed information on why the project is needed.
- Explain how funding is necessary for proposed capital improvements directly related to developing new projects, or enhancing or assisting existing projects to increase beverage container recycling and the quality of recycled material.
- Identify the challenges to increasing the quality and quantity of beverage containers recycled and how these funds will be used to overcome them.
- Provide evidence to support the need (i.e. blueprints, photographs, facility layouts, community demographics, equipment specs, maps, waste audit findings, tonnage information, potential impact, projected or documented sales data, studies, surveys).
- Describe efforts to prepare for the project such as pilot projects conducted, past successes, or researching similar programs.

Capacity Expansion

- Provide a detailed explanation for how this grant will expand and sustain the corps' ability to collect, recycle, and sort beverage container materials.
- List and describe specific equipment, facility improvements, and other capital improvements and how they will enable the expanded capacity.
- Determine the estimated recycling impact using the formula provided in the proposal form.

Goals and Objectives

- Describe specific goal(s) or outcome(s) that will result from this project and how they relate to the need.
- Identify objectives to help accomplish the goal(s). Each objective should be realistic, measurable, and support the grant focus.

Work Plan

- List the major activities, steps or tasks to implement the project, including start and completion dates.
- Provide a logical timeframe for activities, taking into consideration the potential for delays.
- Use anticipated schedule provided to determine start dates.
- Projects must be completed by June 30, 2010.

Performance Measures

- Identify measurable data to be collected and the methods for collecting and tracking it.
- Describe the methods that will be used to evaluate and measure the interim progress and final outcome(s)/success of the project (i.e. monthly volume reports).
- Explain how evaluation findings will be used to modify or improve the project.

Budget

- Complete the budget section.
- Provide evidence to support that the amount requested does not exceed 75 percent of the corps annual budget.
- Provide an itemized breakdown associated with project activities
- All line items must be necessary, reasonable, cost-effective and support one-time capital improvements.
- In narrative format, justify and support all expenditures providing why they are necessary for the proposed one-time capital improvements.
- Identify any budgetary contributions or matching funds other than the Department's.
- Corps are encouraged to obtain a minimum of three (3) bids for products and services over \$500 and to retain copies of all bids for review if the grant is awarded.
- Request funds for costs relating to projects and not for on-going operation, salaries, or maintenance.
- Staff and corpsmember salaries will not be allowed.
- Whenever possible, corps should consider recycled-content equipment and products manufactured from recycled and/or post-consumer beverage container material.

Project Sustainability

- Include a detailed plan for how this grant will provide an ongoing and sustainable increase in beverage container recycling for the local corps after the grant term ends. Include all information pertaining to financial resources and commitments that will ensure long-term sustainability (i.e., tasks, staff, timeframe, salaries, and deliverables).
- Describe how the program will continue to be evaluated and monitored once the grant term ends and identify who will be responsible for those tasks.

HOW TO SUBMIT PROPOSAL

Proposals must be submitted by mail (certified mail is recommended) or hand delivered to the following address:

**Department of Conservation
Division of Recycling**
801 K Street, MS 17-01
(17th Floor)
Sacramento, CA 95814-3533

Attention: Community Outreach Branch

Proposals will not be accepted electronically or by fax. Information provided after the final filing date of November 19, 2007, will not be accepted.

ANTICIPATED SCHEDULE

DATE	ACTIVITY
November 19, 2007	Proposals due
January 4, 2008	Awards announced
February 1, 2008	Projects begin



PROPOSAL EVALUATION AND SCORING

An evaluation committee will review and score proposals according to the criteria below. Scores will be based on the merits of the information submitted in the proposal. In order to be considered for an award, proposals must meet a minimum score of 70 points.

The recommendation from the evaluation committee will include a funding level for each proposal. The evaluation committee may suggest modifications in the budget and work plan. Proposals recommended for funding must receive final approval by the Department Director.

SCORING CRITERIA

Points

15 Project Description:

- Description is clear, includes target audience and region where activities will take place.
- Explains how the proposed project supports the grant focus.
- Explains why the organization's project is likely to increase collection of high quality beverage containers.

20 Need:

- Clearly and convincingly demonstrates why the project is needed.
- Explains how funding is necessary for proposed capital improvements directly related to developing new projects, or enhancing or assisting existing projects to increase beverage container recycling and the quality of recycled material.
- Explains the barriers the corps must overcome to increase the quality and quantity of beverage containers recycled and how funds will be used to overcome them.
- Provides convincing data supporting the project need (i.e., blueprints, photographs, equipment specs, maps, tonnage information, projected sales, waste audits, studies, surveys, etc.).
- Describes efforts to prepare for the project (i.e., pilot projects, researching similar programs, past success).

10 Capacity Expansion

- Provides a detailed explanation for how this grant will expand collection, recycling and sorting capacity.
- Lists and describes specific equipment, facility improvements, and other capital improvements and how they will enable the expanded capacity.
- Adequately addresses the estimated recycling impact.

10 Goals and Objectives:

- Describes specific goal(s) and/or outcome(s) that will result from this project and how they relate to the need.
- Identifies realistic, measurable objectives to help accomplish the goal(s).

5 Work Plan:

- Identifies the major activities and deliverables needed to successfully complete the project.
- Provides a logical timeframe for accomplishing the activities with start and completion dates.



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SCORING CRITERIA *(Continued from previous page)*

Points

15 Performance Measures:

- Identifies measurable data to be collected and methods for collecting and tracking it.
- Identifies methods that will be used to evaluate and measure the progress and final outcome/success of the project.
- Describes how evaluation findings will be used to modify/improve the project.

15 Budget:

- Provides evidence that amount requested does not exceed 75 percent of overall corps budget.
- Provides a complete, itemized cost breakdown consistent with project activities.
- Clearly justifies and supports all expenditures, explains why the items are necessary, reasonable, cost-effective and support one-time capital improvements.
- Provides quotes, estimates or other documents to support the costs requested.

10 Project Sustainability:

- Provides a reasonable and detailed plan for sustaining the project after the grant term.
- Describes how the program will continue to be evaluated and monitored and who will be responsible for doing so after the grant term ends.



GRANT ADMINISTRATION

Grants awarded by the Department are administered through grant agreements. Grant agreements consist of terms and conditions, grant summary, budget, and work plan. A sample grant agreement can be downloaded from the Department website by clicking on the Sample Grant Agreement Terms and Conditions link. Applicants should review the sample agreement prior to preparing the proposal to ensure the organization is able to comply with all terms and conditions.

All expenses incurred by the grantee are reimbursed in arrears, based on actual costs and require compliance with the grant agreement. Advance payments of grant funds are not allowed. Expenses incurred prior to the effective date of the grant agreement or after the termination date of the grant agreement are not reimbursable. All funds awarded must be expended within one fiscal year.

As a condition for receiving grant funds, grantees must comply with all certification or registration requirements (if applicable). Grantees are required to submit status reports, including volume and revenue information for all CRV materials collected.